

## Public Administration Programme Course Details

Department: Environmental, Urban & Regional Planning

Presented by Magna Skills Development Institute

[Registration Link](#)

Date Created: 06-Jun-2025

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## Course Summary

Public administration is the implementation of government policy and prepares civil servants for working in National Government, Provincial Government and Local Government. Within the government as context, the Public Administration course seeks to create a theoretical understanding of underlying concepts of public administration and the role of effective public administration in government. Students will understand the inter-relationship between public administration function and other related functions, including financial management and ethical aspects of government.

The course will provide an overview of the field of public administration by focusing on its development and importance in modern government operations at the local, state, and federal levels. You should think of this course as an opportunity to familiarize yourself with the basic principles, concerns, and methods of public administration. These will appear in the other courses you take in public administration, though often in greater depth. Here, your objective should be to take a bird's eye view of the entire terrain of PA: a view to which you will periodically return in order to place your other classes in a broader context.

## Course Objectives

- Understand and apply public sector principles, policies and ethics to own public sector work context
- Understand administrative principles and the role of African legislation in public administration
- Insight into the organisational structure of a Public Sector Department with specific reference to the levels of authority and protocols relating to the resolution of problems
- Understanding the application of sound communication principles and good customer service to achieve public sector objectives
- Demonstrate knowledge and insight into the role of supply chain management in the public sector environment

## Course Outline

- Introduction to Public Administration
- Public Administrative Principles
- Public Financial Management Legislation
- Public Sector Department Structures
- Public Sector Customer Service and Communication
- Public Financial Management
- Supply Chain Management in the Public Sector



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## Company Overview

**Who We Are:** Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

**Our Mission:** To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

**Our Vision:** To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

## Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

## Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

## Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

Request for Training Form

Complete the form and share with Magna Skills Support Team on email info@magnaskills.com or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	Course Details
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Online[ ____ ] Face to Face [ ____ ]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.